



**King County**

**CERTIFICATION FOR TRAINING AND COMPLIANCE WITH  
RECORDS RETENTION & THE PUBLIC RECORDS ACT**

I am a member of a King County Board, Commission, or Committee and have received training (either in person or via video) from King County regarding records retention and the Public Records Act. In my role as a member of a King County Board, Commission, or Committee I hereby commit to comply with records retention laws (chapter 40.14 RCW) and the Public Records Act (chapter 42.56 RCW).

I certify that the foregoing is true and correct to the best of my knowledge and belief.

Signed and dated by me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_, WA.  
(day) (month) (year) (city)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Name of Board/Commission/Committee

*Please return to the following:*

*(If sending via interoffice mail)*

Attn: Rick Ybarra  
King County Department of Executive Services  
MS: CNK-ES-0215

*(If returning by US Postal Service)*

Rick Ybarra, Liaison for Boards and Commissions  
King County Department of Executive Services  
401 Fifth Ave., Suite 215  
Seattle, WA 98104